



Your Company Sign-In

Second Derivative Financial Portal (Finportal)

Login

If you have an active account you can sign on by providing your User ID and Password.

User ID:

Password:

[Login](#)

Create account

Please [contact Your Company](#) to get an account.

OR

Or call us at:

(123) 123-4567



User Documentation

Sales and Contracts

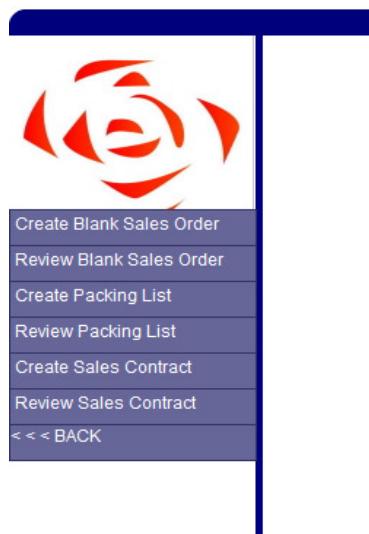
June 2008

www.randrinc.com

Table of Contents:

	Page:
1. Overview	3
2. Sales Contract	4
3. Invoicing the Sales Contract	7
4. Sales Orders	10
5. Packing List	14
6. Additional Charges	16
7. Infoportal Reports	20
8. Financial Impact	22

Overview of Sales:



This is the Menu for Sales and Contracts. There are 3 main pieces:

1. Sales Orders – You can create and update Sales orders. These will display in the Infoportal as open sales orders. They represent commitments from your customers to buy products from you.
2. Packing List – The Packing List allows you to create a list of exactly what is being shipped. This can be pulled into a Sales Contract. Note, in the future, we would like to populate this from the Warehouse Portal RF scanning.
3. Sales Contracts – When you sale items and ship them to your customer, that is done from the Sales contract. A Sales contract will reduce the amount on the Sales Order to show how much has been shipped. When you close the sales contract and create the invoice, the sales order is updated, the inventory is updated for the quantity shipped and financial transactions are created for the Sale. Note, you do not have to have a Sales Order to use the Sales Contract.

The purpose of Sales Orders are to recognize commitments from your Customers to purchase product. The Sales Contract process shows what you actually sold and removes those items from your on hand inventory. It also creates an asset in your general ledger to show that someone owes you money.

Note if you do not want to use Sales and Contracts, you can remove items from your inventory through the Inventory Module. See the Inventory User Manual.

Sales Contracts:

We put this first because you can run your business using only the sales contracts to ship and invoice the items you send to your customers.

The screenshot shows the 'Create Sales Contract' screen. On the left is a sidebar with a red logo at the top and a list of links: Create Blank Sales Order, Review Blank Sales Order, Create Packing List, Review Packing List, Create Sales Contract, Review Sales Contract, and < < BACK. The main area has a title 'Create Sales Contract' and a 'Next' button. Below it is a field 'Sales Order #: []' with '(Optional)' text and a 'Search' button. There are two radio buttons: 'Customer:' (selected) and 'Customer #:'. A dropdown menu is open under 'Customer:', showing 'Please select ...' and 'Ann Able [101]'. Another 'Search' button is located below the dropdown.

Sales Contracts can be a stand alone sales or can be sales against an open sales order (SO)

Enter a SO if this is going to go against an open SO. Select a customer or search for a customer.

The screenshot shows the 'Select Packing Lists' screen. At the top is a browser header 'http://localhost:8080 - Select Packing Lists - Mozilla Firefox'. The main title is 'Select Packing Lists'. Below it is a button 'Add / Next'. A message says 'No packing lists found for the specified conditions. Press Next to continue.'

If you created a packing list, then you can select from this screen, other wise, press the Add/Next.

Create Sales Contract

[Create Sales Contract](#) [Add Packing List](#) [Create/Add Packing List](#) [Print Invoice](#) [Print Sales Tickets](#)

Customer:	101	Ann Able	Change Customer						
Product:	Please select ...								
Unit Of Measure:	EA	Unit Selling Price:	Quantity Ordered: Tare Qty/Wgt: SO #(optional):						
Comments:	<input type="text"/>								
<input type="button" value="Add Item"/>									
Product #	Description	Packing List #	SO # (Optional)	Unit Selling Price	Quantity Ordered	Tare Qty/Wgt	Net Qty/Wgt *Red=Not Avail.	Selling Extension	Comments
No sales contract items currently defined.									
Adjustments:						Total: 0.00000 EA	0.00000		
						Invoiced Amount: 0.00000			
Additional Charges <input type="button" value="Add Charge"/>									
Description		Applies To		Total Amount of Adjustment					
No charges currently defined.									
Order Date:	06/05/2008		Ship Date:	-		Invoice Date:	06/05/2008		
Terms:			Weight Ticket #:			Due Date:			
Comments:			Comments:			Sailing Date:			
Container #:			Container #:			Receive Date:			
Packages:			Packages:			Vessel:			
Shipment Terms:	Please select ...		Shipment Terms:	-		Destination:			
Ship Via:			Ship Via:						

Select an item from the drop down list or you can search for the item. Enter the cost and quantity. If you are entering weights as your quantity, you can enter a Tare weight for the container. By line you can link to a SO. You can enter comments for each line. Currently the system defaults to one warehouse.

Press Add Item to add the line.

Create Sales Contract

[Create Sales Contract](#) [Add Packing List](#) [Create/Add Packing List](#) [Print Invoice](#) [Print Sales Tickets](#)

Customer:	101	Ann Able	Change Customer						
Product:	Please select ...								
Unit Of Measure:	EA	Unit Selling Price:	Quantity Ordered: Tare Qty/Wgt: SO #(optional):						
Comments:	<input type="text"/>								
<input type="button" value="Add Item"/>									
Product #	Description	Packing List #	SO # (Optional)	Unit Selling Price	Quantity Ordered	Tare Qty/Wgt	Net Qty/Wgt *Red=Not Avail.	Selling Extension	Comments
sales1	sales test 1			10.00000 EA	10.00000 EA	0.00000 EA	10.00000 EA	100.00000	Add
	this is a comment								
Adjustments:						Total: 10.00000 EA	100.00000		
						Invoiced Amount: 0.00000			
Additional Charges <input type="button" value="Add Charge"/>									
Description		Applies To		Total Amount of Adjustment					
No charges currently defined.									
Order Date:	06/05/2008		Ship Date:	-		Invoice Date:	06/05/2008		
Terms:			Weight Ticket #:			Due Date:			
Comments:			Comments:			Sailing Date:			
Container #:			Container #:			Receive Date:			
Packages:			Packages:			Vessel:			
Shipment Terms:	Please select ...		Shipment Terms:	-					
Ship Via:			Ship Via:						

Press Create Sales Contract to create the Sales Contract.



Create Sales Contract

Next | [Cancel](#)

Sales Order #:	<input type="text"/>	Search
Customer: <input checked="" type="radio"/> <input type="radio"/> Customer #: <input type="text"/> <input type="button" value="Search"/>		
Please select ... Ann Able [101]		

The Sales Contract # 6 was successfully created.
[Click here](#) to review the created sales contract.

This is the confirmation screen.



Review and Update Sales Contracts

Search | [Cancel](#)

Sales Contract #:	<input type="text"/>
OR	
Sales Order #:	<input type="text"/>
Order Date:	<input type="text"/>
Customer #:	<input type="text"/> All Ann Able [101]
Status:	<input type="text"/> All
Weight Ticket #:	<input type="text"/>
Container #:	<input type="text"/>
Customer PO #:	<input type="text"/>

The Review Sales Contracts screen allows you to review, print and Invoice the Contracts.

You can search by customer, SO, by status, weight ticket #, Container #, PO #, by order date. Or just enter the Sales Contract # at the top.



Display Sales Contracts

[Back to Search](#)

Sales Contract #	Order Date	Customer Name	Status	Requested Ship Date 1	Weight Ticket #	Container #	Sales Order #
1	03/01/2008	Ann Able	Pick Complete				
2	03/01/2008	Ann Able	Invoiced				
3	03/01/2008	Ann Able	Invoiced				
4	03/20/2008	Ann Able	Void				
5	03/20/2008	Ann Able	Ready for Invoice				
6	06/05/2008	Ann Able	Ready for Approval				

Search will bring you to a summary screen. Click on the receiver # on the left to get to the receiver.

Update Sales Contract

[Update Sales Contract | Add Packing List | Create/Add Packing List | Print Invoice | Print Sales Tickets | Void]

Customer: **101** Ann Able [Change Customer]

Sales Contract #: 6 Status: Ready for Approval

Product:	Please select ...	[...]				
Unit Of Measure:	EA	Unit Selling Price:	Quantity Ordered:	Tare Qty/Wgt:	SO #(optional):	[...]
Comments: [Add Item]						

Product #	Description	Packing List #	SO # (Optional)	Unit Selling Price	Quantity Ordered	Tare Qty/Wgt	*Net Qty/Wgt *Red=Not Avail.	Selling Extension	Comments
sales1	sales test 1			10.00000 EA	10.00000 EA	0.00000 EA	10.00000 EA	100.00000	Add
Adjustments:							Total: 10.00000 EA	100.00000	Invoiced Amount: 0.00000

Additional Charges [Add Charge]

Description	Applies To	Total Amount of Adjustment
No charges currently defined.		

Order Date: 06/05/2008
 Ship Date: _____ - _____
 Terms: _____
 Weight Ticket #: _____
 Comments: _____

Invoice Date: 06/05/2008
 Due Date: _____
 Sailing Date: _____
 Receive Date: _____
 Vessel: _____
 Destination: _____

You can make changes. Press Update to save the changes.

Invoicing a Sales Contract

Update Sales Contract

◀ Back to Search ▶ Back to List ▶

[Update Sales Contract | Add Packing List | Create/Add Packing List | Print Invoice | Print Sales Tickets | Void]

Customer: **101** Ann Able [Change Customer]

Sales Contract #: 6 Status: Ready for Approval

Product:	Please select ...	[...]				
Unit Of Measure:	EA	Unit Selling Price:	Quantity Ordered:	Tare Qty/Wgt:	SO #(optional):	[...]
Comments: [Add Item]						

Product #	Description	Packing List #	SO # (Optional)	Unit Selling Price	Quantity Ordered	Tare Qty/Wgt	*Net Qty/Wgt *Red=Not Avail.	Selling Extension	Comments
sales1	sales test 1			10.00000 EA	10.00000 EA	0.00000 EA	10.00000 EA	100.00000	Add
Adjustments:							Total: 10.00000 EA	100.00000	Invoiced Amount: 0.00000

Additional Charges [Add Charge]

Description	Applies To	Total Amount of Adjustment
No charges currently defined.		

Order Date: 06/05/2008
 Ship Date: _____ - _____
 Terms: _____
 Weight Ticket #: _____
 Comments: _____

Invoice Date: 06/14/2008
 Due Date: 06/21/2008
 Sailing Date: _____
 Receive Date: _____

Enter the invoice and due dates and press The Print Invoice button to create the invoice.



You have the option to Review the Invoice before you create. To complete the the Invoice press Print Invoice.

Print Close

INVOICE

Your Company Name
Your Address
Your City, California, Zip
United States

INVOICE # 6

INVOICE DATE 06/14/08

TERMS

DUE DATE 06/21/08

ETA RECEIVED

CUSTOMER PO #

SOLD TO:
Ann Able
asdfadif
riverside, California 92501, United States

DESCRIPTION	QTY	UNIT PRICE	TOTAL
sales1 sales test 1	10.00	10.00000 EA	100.00

Done

Update Sales Contract

[Back to Search](#) [Back to List](#)

[Print Sales Ticket](#) [Void](#)

Customer:	101	Ann Able																																																						
Sales Contract #:	6	Status: Invoiced																																																						
<table border="1"> <thead> <tr> <th>Product #</th> <th>Description</th> <th>Packing List #</th> <th>SO # (Optional)</th> <th>Unit Selling Price</th> <th>Quantity Ordered</th> <th>Tare Qty/Wgt</th> <th>Net Qty/Wgt *Red=Not Avail.</th> <th>Selling Extension</th> </tr> </thead> <tbody> <tr> <td>sales1</td> <td>sales test 1</td> <td></td> <td></td> <td>10.00000 EA</td> <td>10.00000 EA</td> <td>0.00000 EA</td> <td>10.00000 EA</td> <td>100.00000</td> </tr> <tr> <td colspan="9">this is a comment</td> </tr> <tr> <td colspan="3">Adjustments:</td> <td colspan="6">0.00000</td> </tr> <tr> <td colspan="3"></td> <td colspan="6">Total: 10.00000 EA 100.00000</td> </tr> <tr> <td colspan="3"></td> <td colspan="6">Invoiced Amount: 100.00000</td> </tr> </tbody> </table>			Product #	Description	Packing List #	SO # (Optional)	Unit Selling Price	Quantity Ordered	Tare Qty/Wgt	Net Qty/Wgt *Red=Not Avail.	Selling Extension	sales1	sales test 1			10.00000 EA	10.00000 EA	0.00000 EA	10.00000 EA	100.00000	this is a comment									Adjustments:			0.00000									Total: 10.00000 EA 100.00000									Invoiced Amount: 100.00000					
Product #	Description	Packing List #	SO # (Optional)	Unit Selling Price	Quantity Ordered	Tare Qty/Wgt	Net Qty/Wgt *Red=Not Avail.	Selling Extension																																																
sales1	sales test 1			10.00000 EA	10.00000 EA	0.00000 EA	10.00000 EA	100.00000																																																
this is a comment																																																								
Adjustments:			0.00000																																																					
			Total: 10.00000 EA 100.00000																																																					
			Invoiced Amount: 100.00000																																																					
Additional Charges																																																								
<table border="1"> <thead> <tr> <th>Description</th> <th>Applies To</th> <th>Total Amount of Adjustment</th> </tr> </thead> <tbody> <tr> <td colspan="3">No charges currently defined.</td> </tr> </tbody> </table>			Description	Applies To	Total Amount of Adjustment	No charges currently defined.																																																		
Description	Applies To	Total Amount of Adjustment																																																						
No charges currently defined.																																																								
Order Date:	06/05/2008																																																							
Ship Date:	-																																																							
Terms:																																																								
Weight Ticket #:																																																								
Comments:																																																								

The invoiced amount is displayed in blue. To reprint the invoice click on the amount in blue.

Invoice Information

Invoice #	Invoice Date	Receive Date	Amount	
4	06/14/2008		100.00000	Print Void

You have the option to print the invoice or void the invoice.

Voiding a invoice reverses the financial and inventory transactions automatically. The Sales Contract would now be open again and could be re invoiced or voided.

Display Inventory Audit

[Back to Search](#)

ID	Product #	Product Description	Transaction Qty	Type	Unit Cost	Balance After Posting	Date
12	sales2	sales test 2	2.00000	Yard Purchase	10.00000	52.00000	03/25/2008 07:14 AM
2	sales2	sales test 2	10.00000	Yard Purchase	2.00000	50.00000	03/04/2008 05:28 PM
8	sales2	sales test 2	10.00000	Yard Purchase	2.00000	40.00000	03/04/2008 05:12 PM
4	sales2	sales test 2	10.00000	Yard Purchase	5.00000	30.00000	03/04/2008 08:07 AM
3	sales2	sales test 2	20.00000	Yard Purchase	2.00000	20.00000	03/04/2008 07:53 AM

In Inventory management, inquiries, inventory audit, you can see the detail of the inventory receipt or sale.

Blanket Sales Orders:

The screenshot shows the 'Create Sales Order' interface. On the left is a vertical menu bar with a red logo at the top. The menu items include: Create Blank Sales Order, Review Blank Sales Order, Create Packing List, Review Packing List, Create Sales Contract, Review Sales Contract, and < < BACK. The main area is titled 'Create Sales Order' with a 'Next' button at the top right. It has two radio button options: 'Customer:' (selected) with a dropdown menu showing 'Please select ...' and 'Ann Able [101]', and 'Customer #:' with a text input field and a 'Search' button.

When you create a Sales Order, you use one or more Sales Contracts to sell the items. To create a sales order, start by selecting the customer from the list, or use the search function to search for the customer.

The screenshot shows the 'Create Sales Order' interface. The left sidebar has the same menu as the previous screenshot. The main area is titled 'Create Sales Order' with various buttons: Create Sales Order, Copy From PO, Add Charge, Print, and Print PDF. It shows a 'Customer:' field with '101' and 'Ann Able' selected. Below it is a product selection section with 'Product:' dropdown ('Please select ...'), 'Unit Of Measure:' dropdown ('EA'), 'Unit Selling Price:' input (''), 'Quantity Ordered:' input (''), 'Tare Weight:' input (''), and a 'Comments:' text area. A 'Add Item' button is next to the comments area. Below this is a table header with columns: Product #, Description, Unit Selling Price, Quantity Ordered, Tare Weight, Net Weight, Selling Extension, Picture, and Comments. A note says 'No sales order items currently defined.' Underneath the table are several date and time fields: Order Date ('06/14/2008'), Order Type ('Please select ...'), Requested Ship Date (''), Customer PO # (''), Terms (''), and Comments (''). At the bottom are sections for Shipment Terms ('Please select ...'), Ship Via (''), Buyer ('ann richmond'), Salesman (''), Reference PO # ('Please select ...'), and Legacy # ('').

Click on the ... to search for items.

Select Item

[Select Item](#)

Catalogs:	<input type="button" value="All"/> <input type="button" value="Sales Items"/> <input type="button" value="Service Items"/>
Product #:	<input type="text"/>
Description:	<input type="text"/>
Active:	<input type="button" value="Yes"/>
<input checked="" type="checkbox"/> Display Catalog Detail	

Select a catalog or enter part of the item # or description and press Select Item to search.

http://localhost:8080 - Select Item - Mozilla Firefox

Select Item

[Back to Search](#)

	Commod. #	Catalog	Ferrous	GL Code	Description	Retail Buying Price	Suggested Selling Price	On Hand Qty	Average Cost	Upload Qty
<input type="button" value="Select"/>	sales1	Sales Items	Yes	sales	sales test 1	5.00000	10.00000	52.00000	-4.15385	0.00000
<input type="button" value="Select"/>	sales2	Sales Items	Yes	sales	sales test 2	2.00000	8.50000	52.00000	2.88462	0.00000

Click on Select to select the item. It will be brought into the Sales Order.



Create Sales Order

[Create Sales Order](#) [Copy From PO](#) [Add Charge](#) [Print](#) [Print PDF](#)

Customer:	101	Ann Able	Customer Details	Change Customer	
Product:	sales1 [sales test 1]	<input type="button" value="..."/>			
Unit Of Measure:	EA	Unit Selling Price: 10.00000	Quantity Ordered: 10	Tare Weight:	
Comments:	this is a comment				

[Add Item](#)

Product #	Description	Unit Selling Price	Quantity Ordered	Tare Weight	Net Weight	Selling Extension	Picture	Comments
No sales order items currently defined.								

Order Date: 06/14/2008

Order Type: Please select ...

Requested Ship Date:

Customer PO #:

Terms:

Comments:

Shipment Terms: Please select ...

Ship Via:

Select an item from the drop down list or you can search for the item. Enter the cost and quantity. Press Add Item to add to the sales order. You can enter comments for each line.

Select an order type. The other fields are optional. Press Create Purchase Order to create the Purchase Order.



Create Sales Order

Create Sales Order		Copy From PO	Add Charge	Print	Print PD
Customer:	101 Ann Able	Customer Details Change Customer			
Product:	Please select ...				
Unit Of Measure:	EA	Unit Selling Price:	Quantity Ordered:	Tare Weight:	
Comments:					
<input type="button" value="Add Item"/>					
Product #	Description	Unit Selling Price	Quantity Ordered	Tare Weight	Net Weight
sales1	sales test 1	10.00000 EA	10.00000 EA	0.00000 EA	10.00000 EA
100.00000					
Total: 100.00000					
Order Date:	06/14/2008				
Order Type:	Sales				
Requested Ship Date:					
Customer PO #:					
Terms:					
Comments:					
Shipment Terms:	Please select ...				
Ship Via:					
Buyer:	ann richmond				
Salesman:	Please select ...				

Select the order type. The other fields are optional. Press Create Sales Order.



The Sales Order # 1 was successfully created.

Please do one of the following:
- [Click here](#) if you want to create another Sales Order.
- [Click here](#) if you want to review the updated sales order information.
[Back to search](#)

You can update the Sales Order from here.

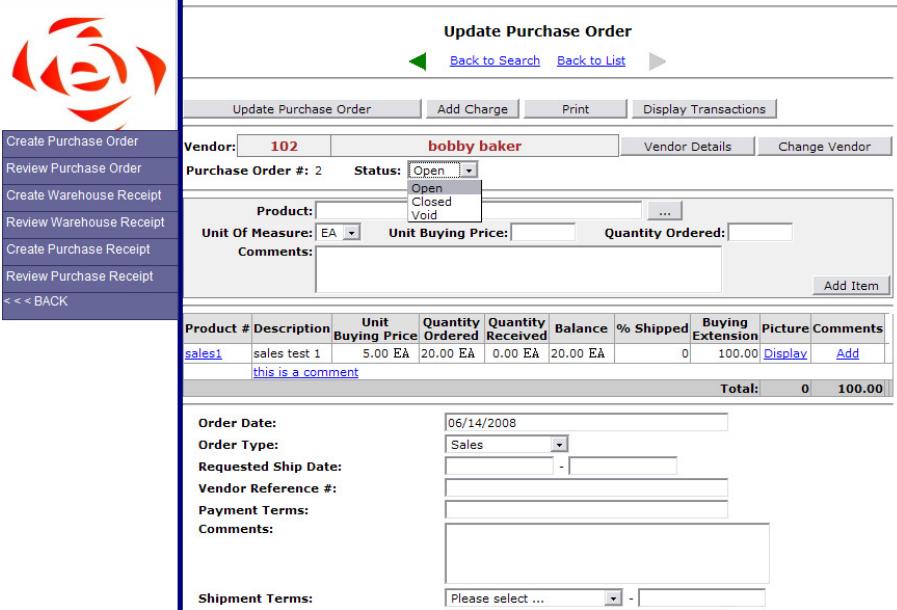


Review and Update Sales Orders

Search	
Sales Order #:	
Reference PO #:	
Order Date:	
Customer:	All Ann Able [101]
Product #:	All sales test 1[sales1] sales test 2[sales2] service test1[service 1]
Status:	All
<input checked="" type="checkbox"/> Display item information <input type="checkbox"/> Group by item <input type="checkbox"/> Display orders not closed between requested ship dates <input type="checkbox"/> Display orders with received % variance more than 5 <input type="checkbox"/> Display reprice items only?	

To review sales orders, you have a variety of selection options.

The list of sales orders that match the criteria will be displayed. Click on the SO # to select the individual SO.



Update Purchase Order

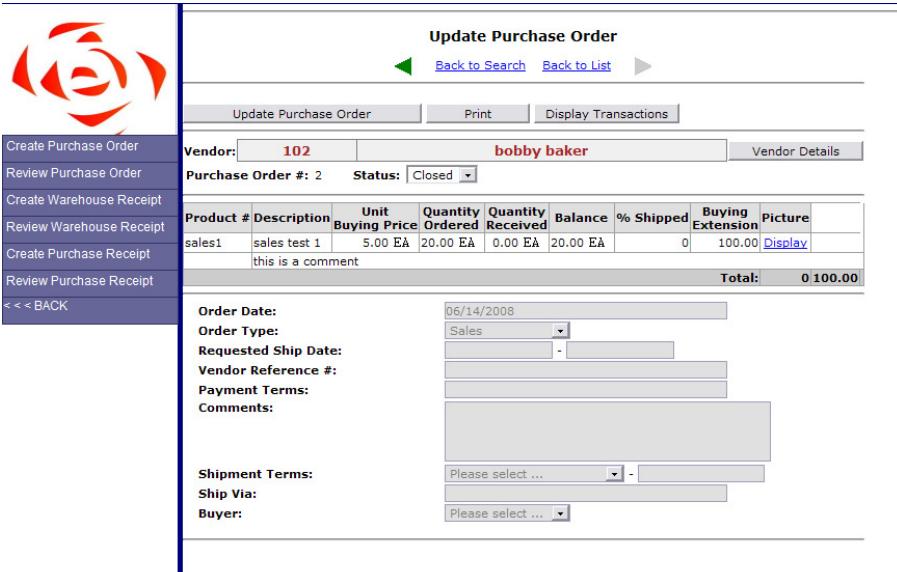
Vendor: 102 Status: Open

Product	Description	Unit	Buying Price	Quantity Ordered	Quantity Received	Balance	% Shipped	Buying Extension	Picture	Comments
sales1	sales test 1	EA	5.00 EA	20.00 EA	0.00 EA	20.00 EA	0	100.00	Display	Add
this is a comment										

Total: 0 100.00

Order Date: 06/14/2008
 Order Type: Sales
 Requested Ship Date:
 Vendor Reference #:
 Payment Terms:
 Comments:
 Shipment Terms:
 Ship Via:
 Buyer:

You can change the SO. After the SO is closed you can no longer receive against the SO.



Update Purchase Order

Vendor: 102 Status: Closed

Product	Description	Unit	Buying Price	Quantity Ordered	Quantity Received	Balance	% Shipped	Buying Extension	Picture	
sales1	sales test 1	EA	5.00 EA	20.00 EA	0.00 EA	20.00 EA	0	100.00	Display	
this is a comment										

Total: 0 100.00

Order Date: 06/14/2008
 Order Type: Sales
 Requested Ship Date:
 Vendor Reference #:
 Payment Terms:
 Comments:
 Shipment Terms:
 Ship Via:
 Buyer:

Once a Sales Order is close it can not be changed. But you can change the status back to Open.

Packing List:

Note, we discovered an error and remove the Packing List from the menu, but we will add them back as soon as we can get the error fixed.

The screenshot shows a software application window titled "Create Packing List". On the left is a vertical menu bar with options: Create Blank Sales Order, Review Blank Sales Order, Create Packing List, Review Packing List, Create Sales Contract, and Review Sales Contract. The "Create Packing List" option is highlighted. The main area is titled "Create Packing List" and contains a "Customer:" dropdown menu with "Please select..." and "Ann Able [101]" listed. There is also a "Customer #:" input field and a "Search" button. A "Next" button is located at the top right of the main area.

To create a packing list, start by selecting the customer or you can search (hum, does that look familiar?)

The screenshot shows a more detailed view of the "Create Packing List" interface. The left menu bar is identical to the previous screenshot. The main area has a "Create Packing List" button and a "Print" button. It displays a "Customer:" field with "101" and "Ann Able" selected, and a "Change Customer" link. Below this is a product selection section with fields for "Product:", "Ref #:", "Gross Weight:", "Tare Weight:", and "Container Type: None". There is also a "Comments:" text area and an "Add Item" button. A table below shows "No packing list items currently defined." At the bottom, there are fields for "Order Type: Yard", "Order Date: 06/14/2008", "Weight Ticket #: Comments:", "Delivery Location", "Container #: ", "Packages: 0 Bales", and "Seal #: ".

Start adding the items that are received (same as above). Gross weight is for the quantity or weight. Tare is the quantity or weight of the container. You can leave that as 0 if you are not receiving by weight in a container. Press Add Item to add the item to the warehouse receipt. You can also enter comments for each item.

The fields at the bottom of the warehouse receipt are optional, but you can enter pertinent information here.



Create Packing List

[Create Packing List](#) [Print](#)

Customer:	101	Ann Able	Change Customer
Products:	Please select ... <input type="button" value="..."/>		
Ref #:	<input type="text"/>	Gross Weight:	<input type="text"/>
Tare Weight:	<input type="text"/>		
Comments:	<input type="text"/>		
Add Item			
Product #	Description	Reference #	Gross Weight
1 sales1	sales test 1		100.00000
		Subtotal:	100.00000
		Packing Total:	100.00000
Net Weight			
Comments			
Order Type: <input type="button" value="Yard"/> Order Date: <input type="text" value="06/14/2008"/> Weight Ticket #: <input type="text"/> Comments: <input type="text"/>			

When you are done, press Create Packing List. Print to print the packing list.



Review and Update Packing Lists

[Search](#)

Packing List #:

Customer #:

Item #:

Weight Ticket #:

Status:

Type:

Packing Date:

The Review Packing List allows for multiple different selection criteria.

Select from the list or if you entered the Packing List number you will go directly to the individual document.

You can make changes, add items. Clicking on the item in blue allows you to change it. To close the packing list, change the status to closed.

Additional Charges:

Additional Charges can be added to any open Sales Order or Sales Contract. The purpose of the additional charges are to allow you to add a charge to a sales order, purchase order, or direct ship/brokerage transactions(future).

These charges are used to allow us to easily associate all charges with a given transaction and therefore easily see the true profit on all transactions. Note, some companies prefer to add different types of items/catalogs instead of using additional charges.

These charges have to be defined first in the Create Charges Option.

The charges are very flexible and allow you to do almost anything, but if they are not setup correctly or used correctly, you will not get the desired results.

Additional Charges		Add Charge
Description	Applies To	Total A

Press Add Charge to get the pop up charge window.

Add Charge

Add Charge | Cancel

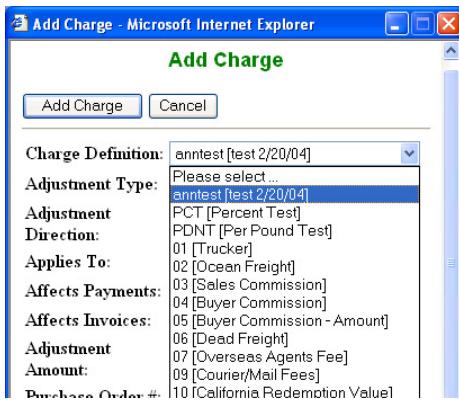
Charge Definition:	Tax [Sales Tax]
Adjustment Type:	
Adjustment Direction:	Negative
Applies To:	BT/PT/Yard Inv./Memo
Affects Payments:	No
Affects Invoices:	No
Unit Of Measure:	EA
Freight Vendor:	Please select ...
Salesman:	Please select ...
Adjustment Amount:	

Press F4 to expand a focused drop down list

Select the correct charge type. If this is a freight charge and you select a freight vendor, a transaction will be created in freight reconciliation. If this a commission charge and you select a Salesman, a transaction will be created in commission reconciliation.

Here are some definitions :

4. Charge Definition
 1. This drop down window shows you all the active charges and their descriptions.
 2. Select one charge



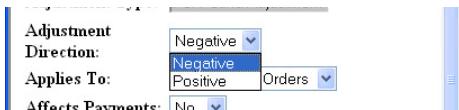
5. Adjustment Type

1. This is a display only field, you can not change it.
2. This shows you how the charge type was set up originally



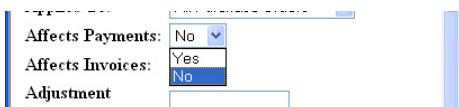
6. Adjustment Direction

1. The Adjustment amount is always entered as a positive number, so this option controls how profit, invoice amount and payment amount are impacted, either reduced or increased.
2. The options are positive or negative.
3. Based on how you set the Applies To option, it may also increase or decrease SO (invoice amount) or PO (payment amount).



7. Affects Payments – for example, if you added a commission charge that would not affect the payment, but a freight charge would.

1. If you check Affects Payments = Yes, then the charge will impact the amount of the payments (check)
 1. If you check Adjustment Direction = Negative, then it will reduce the amount of the payment.
 2. If you check Adjustment Direction = Positive, then it will increase the amount of the payment.



Create Charge Definition

Create Charge Definition

Create Charge Definition	
Adjustment Code:	<input type="text"/>
Description:	<input type="text"/>
Category:	<input type="button" value="Please select ..."/>
Adjustment Type:	<input type="button" value="Please select ..."/>
Must Associate Salesman: <input type="checkbox"/>	

Administration, Financial Setups, Create and Update Charge Definition.

Fill out all the fields and press Create Charge Definition to create a new Charge Code.

The fields are;

1. Adjustment Code – this is your name for the code, such as Ocean Freight
2. Description – this is a large description of the code
3. Category – there are 4 different categories for charge code and each one works differently.
This is the list, the explanation is below:
 - a. Freight
 - b. Commission
 - c. Payment Adjustment
 - d. Other
4. Adjustment type – this defines how the adjustment is calculated. This is the list, the explanation is below:
 - a. Absolute Amount
 - b. Percent of Total Dollars
 - c. Per Pound Adjustment
5. Must Associate with a Salesman – check this if a salesman MUST be entered when they use this charge code.
6. To be added – GL account numbers to be used when we pass the transaction into the financial system.

Category – Definitions:

1. Freight
 - a. If a charge is coded as Freight, when it is passed into the financial system it will be added to the Freight Reconciliation Subsystem. This is used by accounting to reconcile freight billing.
 - b. If a Freight charge is linked to a weight (either SO or PO), on the brokerage transition it will calculate and print the cost per pound.
 - c. Freight charges can be added to an SO, PO or Brokerage Transaction.
 - d. Freight charges can be set to impact SO or PO or not impact SO or PO.
2. Commission
 - a. If a charge is coded as Commission, when it is passed into the financial system it will be added to the Commission Reconciliation Subsystem. This is used to pay salesmen

commissions.

- b. A Commission charge has to be linked to a weight (either SO or PO) if it is setup as a Per Pound Adjustment type. On the brokerage transaction it will calculate and print the rate per pound.
- c. Commission charges can be added to an SO, PO or Brokerage Transaction.
- d. Commission charges can be set to impact SO or PO or not impact SO or PO.

- 3. Payment Adjustment
 - a. Payment adjustments can NOT be added to SO, PO or Brokerage Transaction.
 - b. The payment adjustment does not impact the profitability of any transaction.
 - c. Payment adjustments only impact the dollar amount of a check. They can be used to increase or decrease a check amount for a shipper or vendor.
 - d. Payment adjustments are applied when you create the payment.
- 4. Other
 - a. All other charge types will be coded as Other.
 - b. Other Charges can be added to an SO, PO or Brokerage Transaction.
 - c. Other Charges can be set to impact SO or PO or not impact SO or PO.

Adjustment Type:

- 1. Absolute Amount
 - a. This amount does not vary if you link the charge to an SO or PO weight.
 - b. For example, \$150 for Freight.
- 2. Percent of Total Dollars
 - a. This is a percentage based on either SO or PO dollar(total) amount.
 - b. For example, 2% Broker Fee on the SO. If the SO total amount was \$36,000 , the total Broker Fee would be \$700.00.
- 3. Per unit(e.g. Quantity/Pound) Adjustment
 - a. This is a dollar amount based on either SO or PO units (quantity/weight).
 - b. For example, Commission Charge of \$0.0025 per unit on the SO. If the SO weight were 36,000 pounds, the Commission amount would be \$90.

Information Portal Reports:

User: admin Admin Menu Logout

Activity Summary

Click on any number (amount) to drill down to the detail information behind the number.

Customer Filter: * ALL CUSTOMERS *, **Company Filter:** * ALL COMPANIES *, **Territory Filter:** * ALL TERRITORIES *,

Today = To date, MTD = To Month, Selected Period = From date - To date
From: 01/01/2008 To: 06/05/2008 Continue

Date Range Applies:

	Today \$	MTD \$	Period \$
Customer Quotes:	.00	.00	92,700.51
Customer Booking:	.00	.00	92,700.51
Customer Canceled Orders:	.00	.00	.00
Rejected Orders:	.00	.00	.00
Vendor Payments:	.00	.00	104,051.83
Cash Received:	.00	.00	141,230.11
Invoiced:	.00	.00	92,541.31

Current Status of:

	Total \$
AR Status:	12,534.80
AP Status:	14,857.46
Inventory Status:	9.95
Open Order Status:	.00
Open Quote Status:	.00
Open Purchase Orders Status:	3,552.34

[Back to Selection Screen](#)

Execution Time: 2 seconds

The Activity Summary shows Open Sales Orders. Drill down on the number in blue to see the detail.

Product Line Summary

Sales Break down by Product Line

Customer Filter: * ALL CUSTOMERS *, **Company Filter:** * ALL COMPANIES *, **Territory Filter:** * ALL TERRITORIES *, Date: 06/14/08

[Back](#) [Print](#)

Sales by Customer

Product Line Id	Product Line	Quantity	Value**
1	ASP	115.00	11,989.95
2	SMBETOS	155.25	14,748.75
3	Service	709.00	60,249.45
5	Product	21.00	5,229.86
TOTAL:		1,000.25	92,218.01

Export options: [CSV](#) | [Excel](#) | [XML](#)

** Does not include Tax

[Back](#) [Print](#)

Click on any column heading in blue to sort by that column. Click on the vendor number in blue to drill down to the detail.

HISTORICAL SALES BY TERRITORY, PRODUCT CATEGORY, CUSTOMER AND PRODUCT TYPE SELECTION

Customer Filter: * ALL CUSTOMERS *, **Company Filter:** * ALL COMPANIES *, **Territory Filter:** * ALL TERRITORIES *, Date: 06/05/08

Catalog:	* All Catalogs *																	
Dollars/Qty:	* Dollars *																	
From:	01/01/2008	To:	06/05/2008	<input type="button" value="Press To Recalculate"/>														
<input type="button" value="Back"/>																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">SALES BY CUSTOMER</td> <td style="width: 50%;">SALES BY ITEM</td> </tr> <tr> <td>Sales by Customer (Invoices, Payments, Items)</td> <td>Sales by Item</td> </tr> <tr> <td>Sales by Customer/Item</td> <td>Sales by Item/Customer</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">CUSTOMER PAYMENTS</td> <td style="width: 50%;">VENDOR PAYMENTS</td> </tr> <tr> <td>Payments by Customer</td> <td>Summary Payments by Vendor</td> </tr> <tr> <td>Payments by Customer with Deposit Info</td> <td>Detail Payments by Vendor</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 100%;">DEPOSITS</td> </tr> <tr> <td>Deposits by Deposit Date</td> </tr> </table>					SALES BY CUSTOMER	SALES BY ITEM	Sales by Customer (Invoices, Payments, Items)	Sales by Item	Sales by Customer/Item	Sales by Item/Customer	CUSTOMER PAYMENTS	VENDOR PAYMENTS	Payments by Customer	Summary Payments by Vendor	Payments by Customer with Deposit Info	Detail Payments by Vendor	DEPOSITS	Deposits by Deposit Date
SALES BY CUSTOMER	SALES BY ITEM																	
Sales by Customer (Invoices, Payments, Items)	Sales by Item																	
Sales by Customer/Item	Sales by Item/Customer																	
CUSTOMER PAYMENTS	VENDOR PAYMENTS																	
Payments by Customer	Summary Payments by Vendor																	
Payments by Customer with Deposit Info	Detail Payments by Vendor																	
DEPOSITS																		
Deposits by Deposit Date																		

There are a number of Historical Report on Sales. The selection criteria and date range apply to all reports. Each report has additional drill down.

SALES BY ITEM

Customer Filter: * ALL CUSTOMERS *, **Company Filter:** * ALL COMPANIES *, **Territory Filter:** * ALL TERRITORIES *, Date: 06/05/08

Catalog:	* All Catalogs *																																			
Dollars/Qty:	* Dollars *																																			
From:	01/01/2008	To:	06/05/2008	<input type="button" value="Press To Recalculate"/>																																
<input type="button" value="Back"/>																																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="4">Sales by Item/Customer</td> </tr> <tr> <td style="width: 25%;">Item</td> <td style="width: 25%;">Description</td> <td style="width: 25%;">Tot. Qty</td> <td style="width: 25%;">Value</td> </tr> <tr> <td>1</td> <td>ASP</td> <td>11511</td> <td>989.95</td> </tr> <tr> <td>2</td> <td>SMBETOS</td> <td>15514</td> <td>748.75</td> </tr> <tr> <td>3</td> <td>Service</td> <td>70960</td> <td>249.45</td> </tr> <tr> <td>5</td> <td>Product</td> <td>21</td> <td>5,229.86</td> </tr> <tr> <td colspan="2">TOTAL:</td> <td>1,000</td> <td>92,218.01</td> </tr> <tr> <td colspan="4">Export options: CSV Excel XML</td> </tr> </table>					Sales by Item/Customer				Item	Description	Tot. Qty	Value	1	ASP	11511	989.95	2	SMBETOS	15514	748.75	3	Service	70960	249.45	5	Product	21	5,229.86	TOTAL:		1,000	92,218.01	Export options: CSV Excel XML			
Sales by Item/Customer																																				
Item	Description	Tot. Qty	Value																																	
1	ASP	11511	989.95																																	
2	SMBETOS	15514	748.75																																	
3	Service	70960	249.45																																	
5	Product	21	5,229.86																																	
TOTAL:		1,000	92,218.01																																	
Export options: CSV Excel XML																																				
Sales by Item/Customer																																				
<input type="button" value="Back"/>																																				
Execution Time: 1 seconds																																				

This is Sales by Item. The first screen shows you a breakdown by Catalog Sub type. To see the detail by customer, click on the link in blue.

Financial Impact of Sales:

Sales Orders and Packing List do not create any financial transactions and they do not impact the on hand inventory.

When you invoice a Sales Contract that is when the inventory is updated for the quantity sold and a financial transaction is posted into the General Ledger. This is the financial transaction. You can review this in Financial Portal, General Ledger, Review Journal Entry:

1. Debit to accounts receivable for amount of invoice
2. Credit to sales revenue for the amount of the invoice.
3. Credit to inventory for the cost of the items.
4. Debit to cost of sales for the cost of the items.

There will be a 2nd Journal Entry created that will either credit or debit to current year Retained Earnings (remember that every transaction closes the books) for the net amount that was credited/debited to profit and loss accounts.

The inventory, cost of sales and sales revenue accounts that are used :

The Item sold is linked to a Catalog. Each catalog has a GL Code linked to it. In the Administration, Financial Setups, Sales/Pur GL – for each GL Code you have entered an Inventory, Cost of Sales and Sales Revenue account. This is where these GL account numbers are defined.

Accounts Receivable Account:

In Administration, Financial Setups, Default GL Accounts is where you define the Accounts Receivable GL Account to be used. This is an Asset account. On your balance sheet you will see this in the Assets. This represents monies that are owed to you by your customers.

When you get the customer pays the invoice, Accounts Receivable will be reduced and monies in your bank account will be increased.

When you void an invoice the financial and inventory transactions are automatically reversed.

Display Journal Entries											Back to Search
Journal Entry #	Company #	Company Name	Post Code	Fiscal Year	Fiscal Period	Post Date	Transaction Type	Total Debits	Total Credits	Comments	
38	1	Your Company Name	Posted	2008	1	03/25/2008	Receipt Ticket	50.00000	50.00000	Purchase Ticket	
39	1	Your Company Name	Posted	2008	1	03/25/2008	Retained Earnings	50.00000	0.00000	Retained Earnings	
40	1	Your Company Name	Posted	2008	1	03/25/2008	Void Receipt Ticket	50.00000	50.00000	Void Purchase Ticket	
41	1	Your Company Name	Posted	2008	1	03/25/2008	Retained Earnings	0.00000	50.00000	Retained Earnings	

Display Inventory Audit

[Back to Search](#)

ID	Product #	Product Description	Transaction Qty	Type	Unit Cost	Balance After Posting	Date
12	sales2	sales test 2	2.00000	Yard Purchase	10.00000	52.00000	03/25/2008 07:14 AM
9	sales2	sales test 2	10.00000	Yard Purchase	2.00000	50.00000	03/04/2008 05:28 PM
8	sales2	sales test 2	10.00000	Yard Purchase	2.00000	40.00000	03/04/2008 05:12 PM
4	sales2	sales test 2	10.00000	Yard Purchase	5.00000	30.00000	03/04/2008 08:07 AM
3	sales2	sales test 2	20.00000	Yard Purchase	2.00000	20.00000	03/04/2008 07:53 AM

In Inventory management, Inquiries, Inventory audit, you can see the detail of the inventory receipt or sale.